



SC-PAY GRADE 12

UTILITY COMPLIANCE TECHNICIAN

DUTIES AND FEATURES OF THE CLASS:

This position performs technical tasks and administrative functions needed to ensure compliance with County Code, including but not limited to ensuring commercial businesses engaged in food preparation take the required precautions for the disposal of fats, cooking oils and grease. The work requires the exercise of judgment and tact in dealing with the public. Work is performed in the field and in the office. Incumbents in this position will work under minimal direct supervision.

EXAMPLES OF WORK:

Communicates with owners and operators of commercial businesses engaged in food preparation in an effort to be proactive in preventing blockages and service problems related to improper disposal of fats, oils and grease into the County's sanitary sewers; reviews plans and inspects grease traps and interceptors to ensure proper installation and maintenance; reviews maintenance records of grease traps and interceptors to ensure proper maintenance procedures are being followed; enters inspection data in database, prepares follow-up letters, tracks compliance progress, prepares and issues enforcement notices of noncompliance and provides status reports to supervisor; works with other Divisions to investigate and identify problem areas or compliance issues and takes steps to resolve problems; reviews construction plans and as-built drawings and may perform sampling to ensure compliance with County Code; implements new and revised procedures; performs additional tasks related to the Engineering Department as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of departmental operations, goals, policies and procedures; knowledge of legal requirements related to department including sections of the County Code; knowledge of engineering plan review and construction standards; ability to deal effectively and professionally with both internal and external customers; ability to handle complaints tactfully and thoroughly; ability in establishing and maintaining records using Microsoft Word and/or Excel; ability to generate reports; ability to use basic hand tools; ability to lift and carry 100 lbs.

QUALIFICATIONS:

Minimum H.S. Diploma or GED; experience with plumbing, specifically related to building drains and connections to a sanitary sewer system; proficient in Microsoft Office (Word, Excel, and Outlook); must possess strong organizational skills and be self-motivated; excellent verbal and written communication skills.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35 hour work week (Monday - Friday 8:30 A.M. to 4:30 P.M.)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

11/2015